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| **Contracting authorities shall take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.** |

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| **Evaluation Panel Member Details:** |
| Name: |  |
| Job Title:  |  |
| Department:  |  |

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| Tender Exercise Title |  |
| Date of Tender Evaluation: |  |

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| **Examples of conflicts of interest include: *(This is not an exhaustive list)*** |
| * Having a financial interest (e.g. holding shares or options) in a potential tenderer or any entity involved in any tendering consortium
* Having a financial or any other personal interest in the outcome of the evaluation of any tender evaluation process
* Being employed by (as staff member or volunteer) or providing services to any potential tenderer
* Being a member of a potential tenderer’s management/executive board
* Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any tenderer or its representatives
* Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
* Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
* Having any other close relationship (current or historical) with any potential tenderer
 |
| It is the individual officers responsibility to ensure that any and all potential conflicts are disclosed in writing prior to them becoming involved in any procurement process. Officers failure to disclose conflicts of interest will constitute gross misconduct and may result in summary dismissal in accordance with the Council’s disciplinary procedure. In the event that an individual discloses a conflict of interest then they will be excluded from the procurement process where the conflict is material and cannot be mitigated it will prevent the officer from taking part in the process.**NB** It is the Officer’s responsibility where a conflict of interest is disclosed to refer to the Council‘s Officer Declaration of Personal Interests form. Please follow the link below:- <http://brian/amdro/Amdro%20Document%20Library/Declaration%20of%20Gifts%20Personal%20Interests%20Gifts%20And%20Hospitality/Appendix%20A%20declaration%20interests%20form.doc> |

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| **Declaration:** |
| **Option 1:** |
| “**I do not have** any conflicts of interest that prevent my full and unprejudiced participation in this procurement exercise. I also declare that I will inform the Authority immediately, should my circumstances change in any way that effects this declaration.” |

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| **Signature** | **Date** |

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| **Option 2:** |
| “**I do have** a conflict of interest that may prevent my full and unprejudiced participation in this procurement exercise. The nature of this conflict of interest is described below: |
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| **Signature** | **Date** |

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| **Confirmation** |
| I declare that I will inform the Authority as soon as is practicable, should my circumstances change in any way that effects this declaration. |
| **Signature** | **Date** |